

Michigan Department of Education Office of Special Education & Early Intervention Services
FULL APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION
Policy & Criteria

POLICY

1. A request for full approval as a director of special education is initiated by the employer for a candidate who has met the following requirements:
 - a. Master's degree or equivalent
 - b. Full approval or endorsement in at least one area of special education
 - c. Three years of successful professional practice or administrative experience in special education, or combination thereof
 - d. Successful 200 clock-hour practicum in special education administration
 - e. One year of successful experience as a director of special education in an approved special education program
 - f. Recommendation for director of special education from a university/college approved for the preparation of special education directors indicating that all requirements for full approval have been met
2. The one year of successful experience as a director must be while under temporary or continuing temporary approval as a director of special education.
3. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
4. Full approval as a director of special education does not expire and is transferable from one employer to the next.
5. Full approval as a director of special education is effective from the beginning of the school year in which it is requested or from the date that the candidate completed all requirements for full approval, whichever is later.

CRITERIA

1. The candidate must hold an earned master's degree or equivalent.
2. The candidate must hold full approval or endorsement in at least 1 area of special education.
3. The candidate must have completed 3 years of successful professional practice or administrative experience in special education, or combination thereof.
4. The candidate must receive a recommendation for director of special education from a university/college approved for the preparation of special education directors indicating that all requirements for full approval have been met.
5. The candidate must have completed one year of successful experience as a special education director in an approved special education program.

FULL APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION
Policy & Criteria
Page 2

PROCEDURES:

The employer (LEA/ISD/State Agency-Facility) or the candidate must:

1. Initiate the request by completing the Full Approval for Director of Special Education form. The following information **MUST** be completed:
 - a. Candidate and Assignment information (ISD will complete code numbers) See Policy #3.
 - b. Questions 1, 2, 4 and 5. (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

The ISD will:

1. Determine if the request is accurate and complete.
2. Forward a copy of request form and all attachments to the university/college of training for director of special education, if the candidate had not completed all coursework at the time of application for temporary or continuing temporary approval, **OR** Submit request electronically to MDE-OSES, if the candidate had completed all coursework for training as a director at the time of previous application for temporary or continuing approval.

The University/College will:

1. Complete Form REC:ADMIN to verify the candidate has completed all coursework in a program of training for director of special education.
2. Retain a copy of form REC:ADMIN and all information included in the request.
3. Send the remaining copies of form REC:ADMIN to the ISD.

The ISD will:

1. Review form REC:ADMIN.
2. Complete Question #3 on the request form.
3. Retain a copy of form REC:ADMIN and all information included in the request.
4. Submit request electronically to MDE-OSE/EIS, and print off approval letter that is generated automatically after submission.
5. Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

The Employer will:

1. Distribute a copy of the approval letter to the candidate.